

## **ARTICLE 10**

### **LABOR-MANAGEMENT MEETINGS**

#### **Section A. Purpose.**

Labor-Management meetings shall be for the purpose of maintaining communications in order to cooperatively discuss and resolve problems of mutual concern to the parties.

Items to be included on the agenda for such meetings are to be submitted at least seven (7) calendar days in advance of the scheduled meeting dates unless mutually agreed otherwise. Appropriate subjects for the agenda are:

1. Administration of the Agreement.
2. General information of interest to the parties.
3. Expression of employee's views or suggestions on subjects of interest to employees of the Bargaining Unit.
4. Recommendations of the Health and Safety Committee on matters relating to the Bargaining Unit employees in the Department.
5. Criteria for staffing ratios and production standards at agency level meetings. The parties agree that a proper relationship of workload to staff is a desirable goal to obtain.
6. The Union's participation in Agency Committees. This subject shall be discussed at agency Labor-Management meeting. If no resolution on this issue is reached at such meeting(s), a representative from the Department and from Council 25 shall attend the next regularly scheduled Labor-Management meeting at the request of either the Local Union or the Agency.

Incorporated in the listing of items submitted for such agenda shall be an indication of the specific issues or problems to be addressed.

Department or Agency representatives shall notify the Union of administrative changes to be implemented by Management which will affect employees in the Bargaining Unit. Failure of the Employer to provide such information shall prevent the Employer from making such changes, until such notice is given in writing. Such changes shall be proper subjects for future Labor-Management meetings. Such meetings shall not be considered negotiations, nor shall they be considered as a substitute for the grievance procedure.

## **Section B. Representation.**

The Union shall designate its representatives to such Departmental meetings in accordance with this Section. In the Departments of Community Health and, the Union shall designate up to five (5) permanent representatives who shall be employees in this Unit. The Union may designate not more than three (3) additional representatives to participate in such meetings, based upon the matters scheduled in the agenda. In all other departmental meetings, the Union shall be entitled to designate up to three (3) permanent representatives who shall be employees in the Unit. The Union may designate not more than two (2) additional representatives to participate in such meetings, based upon the matters scheduled in the agenda.

The Union shall designate its representatives to Agency meetings in accordance with the following formulas:

In the Department of Community Health, no more than four (4) permanent or alternate representatives and two (2) additional representatives based on the agenda item. In the Department of Human Services no more than three (3) permanent or alternate representatives and two additional representatives based on the agenda item at Maxey; no more than two (2) permanent or alternate representatives at Adrian Training School. In the Department of Human Services the subject of representatives for Labor-Management meetings at halfway houses may be discussed at secondary negotiations. In the Departments of Education and Corrections, no more than two (2) permanent or alternate representatives and one (1) additional person based upon agenda item. In the Department of Military and Veterans Affairs no more than three (3) permanent or alternate representatives and one additional person based upon the agenda item. In the Departments of State Police and Labor and Economic Growth no more than one (1) permanent or alternate representative and one (1) additional representative based on the agenda item. Such representatives for agency Labor-Management meetings shall be employed at the work location where such meetings take place. The presence of additional representatives shall be limited only to the discussion of the agenda item(s) for which their attendance was requested unless mutually agreed otherwise. All Union representatives for departmental or agency Labor-Management meetings shall be employed in the Bargaining Unit. Council 25 Staff may attend departmental or agency Labor-Management meetings as Council 25 may elect.

At those agency Labor-Management meetings where the Appointing Authority or designee brings a secretary to take notes, the Union shall be entitled to bring one secretary/reporter who shall not participate except to take notes. An Employer or Union representative at such meetings who participates in the meeting and takes incidental notes shall not be considered a secretary for these purposes.

In the Department of Corrections, issues appropriate for discussion in the labor/management forum within the Bureau of Healthcare will be addressed by the Regional Healthcare Administrator rather than by the custody administration.

Agency and/or Departmental representatives shall not exceed the number of Union representatives (including Council 25 representatives, if any) authorized for any Labor-Management meeting.

### **Section C. Scheduling.**

Departmental Labor-Management meetings shall be scheduled on a bimonthly basis.

In Agencies where there are more than twenty (20) Bargaining Unit employees, agency Labor-Management meetings shall occur monthly, and more often upon mutual agreement of the parties. Such meetings may be rotated between shifts if mutually agreed by the parties. In Agencies where there are less than twenty (20) Bargaining Unit employees, Labor-Management meetings shall be scheduled upon the mutual agreement of the parties.

Requests for Agency meetings shall not be unreasonably denied. In the event it is alleged that a meeting has been unreasonably denied, the Council representative may seek resolution through the Departmental Personnel Director or designee.

Where no items are placed on the agendas at least seven (7) days in advance of scheduled meetings, such meetings shall not be held.

### **Section D. Pay Status of Union Representatives.**

Up to the limit established in this Article and through secondary negotiations, Union representatives to Labor-Management meetings shall be permitted time off from scheduled work for necessary travel and attendance at such meetings. For purposes of pay only, properly designated Union representatives shall be permitted an equivalent amount of time off from scheduled work in accordance with Article 8, Section B. Overtime and travel expenses are not authorized.

### **Section E. State Employer.**

As may be mutually agreed, representatives of the Office of the State Employer, may meet with representatives of AFSCME Council 25. Discussions at these meetings shall include, but not be limited to, administration of this Agreement.

### **Section F. Response to Labor-Management Meetings.**

The Employer and/or the Union shall respond, in writing, to all questions related to previously submitted agenda items raised in Labor-Management meetings within fourteen (14) calendar days unless mutually agreed otherwise. Said response shall address questions not answered or information not available by the conclusion of the meeting.

### **Section G. Labor-Management Council.**

The parties agree to establish a Labor-Management Council composed of members to be designated by the Union and the Office of the State Employer. Composition of the Council shall consist of up to six (6) members designated by the Union and up to six (6) members designated by the Office of the State Employer. No more than two (2) employee members shall be entitled to attend from each of the following departments: Community Health, Department of Human Services, Military and Veterans Affairs, or Corrections. No more than one employee member shall be entitled to attend from any one agency. If the agenda does not contain items pertinent to one of these departments, the representative from that department shall not attend. All members who attend shall be knowledgeable about the agenda items to be discussed. Members of the Council shall make a good faith effort to attend scheduled meetings. This Council shall meet at agreed times and places, but at least twice yearly, if requested by either party, to examine and attempt to resolve issues of interdepartmental impact and/or statewide concerns.

Proposed agenda items will be exchanged by the parties at least fourteen (14) calendar days in advance of a scheduled meeting. The Office of the State Employer and Council 25 shall mutually agree on the agenda and shall each send the agreed upon agenda to its representatives at least seven (7) calendar days in advance of the meeting.

Health and safety concerns of an interdepartmental nature shall be one of the appropriate subjects for discussion at these meetings.

Expenses of the Council: employee members will be granted administrative leave for attendance at Council meetings. Operating expenses such as clerical work, copying and distribution of materials will be borne by the Employer. Other costs, such as consultants, shall be shared equally unless otherwise agreed and not be incurred without mutual consent.